



U.S. DEPARTMENT OF STATE
BUREAU OF EDUCATIONAL & CULTURAL AFFAIRS
CULTURAL HERITAGE CENTER

**U.S. AMBASSADORS FUND FOR CULTURAL PRESERVATION
LARGE GRANT PROGRAM**

**CALL FOR ABSTRACTS AND PROPOSALS FROM NEPAL
FISCAL YEAR 2016**

(DEADLINE for Abstracts Submission: Friday, January 29, 2016)
(DEADLINE for full Proposals Submission: Friday, March 11, 2016)

The U.S. Embassy in Kathmandu is accepting project abstracts and proposals for the Ambassadors Fund for Cultural Preservation (AFCP) 2016 Large Grant Program. The deadline for submitting the abstracts to the U.S. Embassy is **January 29, 2016**. If abstracts advance to Round 2, the deadline for full project proposals is March 11, 2016. Submissions received after the deadlines will not be considered. Full implementation of the program is pending the availability of funds. Interested institutions (grantees) are urged to consult with the Public Affairs Section of the U.S. Embassy as soon as possible for details and guidance on the AFCP 2016 large grant program by emailing at culturektm@state.gov.

COMPETITION FORMAT: This opportunity consists of two application rounds: Round 1 (Project Abstract) and Round 2 (Full Proposal). During Round 1, the interested institutions shall submit project abstracts with a prior consultation with the U.S. Embassy. If, following the technical review, rating, and ranking of abstracts, institutions are invited to Round 2, they shall submit full project proposals.

FUNDING AREAS: The AFCP Large Grants Program supports the preservation of major ancient archaeological sites, historic buildings and monuments, and major museum collections that are accessible to the public and protected by law in the host country.

FUNDING PRIORITIES: The AFCP Large Grants Program gives top priority to project activities that are appropriate and in keeping with international cultural heritage preservation standards. An appropriate preservation activity is one that protects the values of the site as understood by stakeholders. Stakeholders may include national, regional, or local cultural authorities; the local community; and others with vested interests in the site and the outcome of a project. Appropriate project activities may include:

- preventive conservation (addressing conditions that damage or threaten the site)
- stabilization (reducing the physical disturbance [settling, collapse, etc.] of a site)
- conservation (addressing damage or deterioration to a collection or sites)
- consolidation (connecting or reconnecting elements of a site)
- anastylosis (reassembling a site from its original parts)

- restoration (replacing missing elements to recreate the original appearance of a site, usually appropriate only with fine arts, decorative arts, and historic buildings)

ELIGIBLE PROJECT APPLICANTS: The Cultural Heritage Center defines eligible project applicants as reputable and accountable non-commercial entities, such as non-governmental organizations, museums, ministries of culture, or similar institutions and organizations, including U.S.-based organizations subject to Section 501(c) (3) of the tax code, that are able to demonstrate that they have the requisite experience and capacity to manage projects to preserve cultural heritage.

INELIGIBLE PROJECT APPLICANTS: AFCP does not award grants to individuals, commercial entities, and past award recipients who have not fulfilled the objectives or reporting requirements of previous AFCP awards.

INELIGIBLE ACTIVITIES AND UNALLOWABLE COSTS: AFCP will NOT support the following activities or costs, and applications involving any of the activities or costs below will be deemed ineligible:

- A. Preservation or purchase of privately or commercially owned cultural objects, collections, or real property, including those whose transfer from private or commercial to public ownership is envisioned, planned, or in process but not complete at the time of application;
- B. Preservation of natural heritage (physical, biological, and geological formations, paleontological collections, habitats of threatened species of animals and plants, fossils, etc.);
- C. Preservation of hominid or human remains;
- D. Preservation of news media (newspapers, newsreels, radio and TV programs, etc.);
- E. Preservation of published materials available elsewhere (books, periodicals, etc.);
- F. Development of curricula or educational materials for classroom use;
- G. Archaeological excavations or exploratory surveys for research purposes;
- H. Historical research, except in cases where the research is justifiable and integral to the success of the proposed project;
- I. Acquisition or creation of new exhibits, objects, or collections for new or existing museums;
- J. Construction of new buildings, building additions, or permanent coverings (over archaeological sites, for example);
- K. Commissions of new works of art or architecture for commemorative or economic development purposes;

- L. Creation of new or the modern adaptation of existing traditional dances, songs, chants, musical compositions, plays, or other performances;
- M. Creation of replicas or conjectural reconstructions of cultural objects or sites that no longer exist;
- N. Relocation of cultural sites from one physical location to another;
- O. Removal of cultural objects or elements of cultural sites from the country for any reason;
- P. Digitization of cultural objects or collections, unless part of a larger, clearly defined conservation or documentation effort;
- Q. Conservation plans or other studies, unless they are one component of a larger project to implement the results of those studies;
- R. Cash reserves, endowments, or revolving funds (funds must be expended within the award period [up to five years] and may not be used to create an endowment or revolving fund);
- S. Costs of fund-raising campaigns;
- T. Contingency, unforeseen, or miscellaneous costs or fees;
- U. Costs of work performed prior to announcement of the award unless allowable per 2 CFR 200.458 and approved by the grants officer;
- V. International travel, except in cases where travel is justifiable and integral to the success of the proposed project;
- W. Travel or study outside the host country for professional development;
- X. Individual projects costing less than \$200,000;
- Y. Independent U.S. projects overseas.

AWARD INFORMATION: Floor on Amount of Awards: \$200,000 per project. Since 2008 awards made through this program for new large-scale projects have ranged from \$500,000 to \$979,000 with an average award amount of \$575,400.

APPLICATION AND SUBMISSION INFORMATION

Important: The application process for the AFCP Large Grants Program takes place in two rounds: Project Abstract (Round 1) and Full Proposal (Round 2). Interested Institutions must submit abstracts electronically via email [cultureKTM@state.gov] to the Public Affairs Section of the U.S. Embassy in Kathmandu **no later than Friday, January 29, 2016.**

ROUND 1- PROJECT ABSTRACT REQUIREMENTS **(DEADLINE: January 29, 2016)**: The project abstract must include the following items;

- A. Full and complete Application for Federal Assistance (SF-424), including Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B), and, if applicable, Disclosure of Lobbying Activities (SF-LLL)- Please email at culturektm@state.gov for getting these forms.
- B. Project Basics, including title, project dates, location, and site.
- C. Project Applicant information, including any contact information, DUNS Number, and SAM registration status.
- D. Special Designations (national monument, World Heritage Site, etc.).
- E. Law/s Protecting the Site or Collection (citations only).
- F. Project Purpose that summarizes the project objectives and desired results.
- G. Statement of Importance highlighting the historic, architectural, artistic, or cultural (non-religious) values of the site or collection.

ROUND 2 FULL PROPOSAL REQUIREMENTS (DEADLINE: MARCH 11, 2016): Institutions may be invited to submit full project proposals upon favorable review of the abstracts from the Cultural Heritage Center in Washington. The proposals must fully satisfy the program objectives, funding areas and priorities, and the eligibility requirements specified above. Furthermore, to be considered complete, they must include;

- A. Revised project abstract, if applicable.
- B. Revised SF-424, if applicable.
- C. Proof of official permission to undertake the project and the full endorsement and support of the national cultural authority in the host country.
- D. Project Activities Description that presents the project tasks in chronological order. If the proposed project is part of a larger effort involving multiple projects supported by other entities, the plan must present the full scope of the preservation effort and the place of the proposed project within that larger effort.
- E. Project Time Frame or Schedule that lists the major project phases and milestones with target dates for achieving them (NOTE: Applicants may propose project periods of up to 60 months [five years]).
- F. Project Participant information, including resumes or CVs of the proposed project director and key project participants.

G. Statement of Urgency indicating the severity of the situation and explaining why the project must take place now.

H. Statement of Sustainability outlining the steps or measures that will be taken to maintain the site or collection in good condition after the AFCP-supported project is complete.

I. Detailed Project Budget, demarcated in one-year budget periods (2016, 2017, 2018, etc.), that lists all costs in separate categories (Personnel, Fringe Benefits, Travel [including Per Diem], Equipment, Supplies, Contractual, Other Direct Costs, Indirect Costs, Cost Sharing); indicates funds from other sources; and gives a justification for any anticipated international travel costs.

J. Budget Narrative explaining how the costs were estimated (quantity x unit cost, for example) and any unique line items in the budget.

K. Media and Outreach Plan, written by the embassy, describing how it intends to highlight and amplify U.S. government support for AFCP-supported activities through existing print, electronic, and social media platforms.

O. Ten (10) or more high quality digital images (JPEGs) or audiovisual files that convey the nature and condition of the site or museum collection and show the urgency or need for the proposed project (collapsing walls, extensive water damage, etc.).

P. Relevant supporting documentation, such as historic structure reports, restoration plans and studies, conservation needs assessments and recommendations, architectural and engineering records, etc., compiled in preparation for the proposed project.

COST SHARING AND OTHER FORMS OF COST PARTICIPATION: There is no minimum or maximum percentage of cost participation required for this competition. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. The applicant will be responsible for tracking and reporting on any cost share or outside funding, which is subject to audit per 2 CFR 200. Cost sharing may be in the form of allowable direct or indirect costs.

DUNS NUMBER AND SAM REGISTRATION: Applicants requesting \$25,000 or more in federal assistance must have a Dun & Bradstreet Universal Numbering System (DUNS) number, a NATO Commercial and Government Entity (NCAGE) code, and be registered in the System for Award Management (SAM) prior to submitting full proposals. NOTE: This process can take weeks/months, especially for non-U.S. applicants. Applicants may acquire DUNS numbers at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by requesting a number online at <http://fedgov.dnb.com/webform>. Non-U.S. based applicants may request a NCAGE code at <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>. SAM is the official, free on-line registration database for the U.S. Government. SAM.gov replaced the Central Contractor Registration (CCR), the Online Representations and Certifications Application (ORCA), and the Excluded Parties List System (EPLS) in July 2012. SAM.gov collects, validates, stores, and

disseminates data in support of federal agency acquisition and grant award mission. Registration in SAM is free: <https://www.sam.gov/portal/public/SAM/>

Contact Information: Please e-mail initial inquiries, questions, and completed project abstracts to

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Learn more about AFCP on the web at
<http://exchanges.state.gov/heritage/afcp.html>

We look forward to receiving your project abstracts. Thank you.